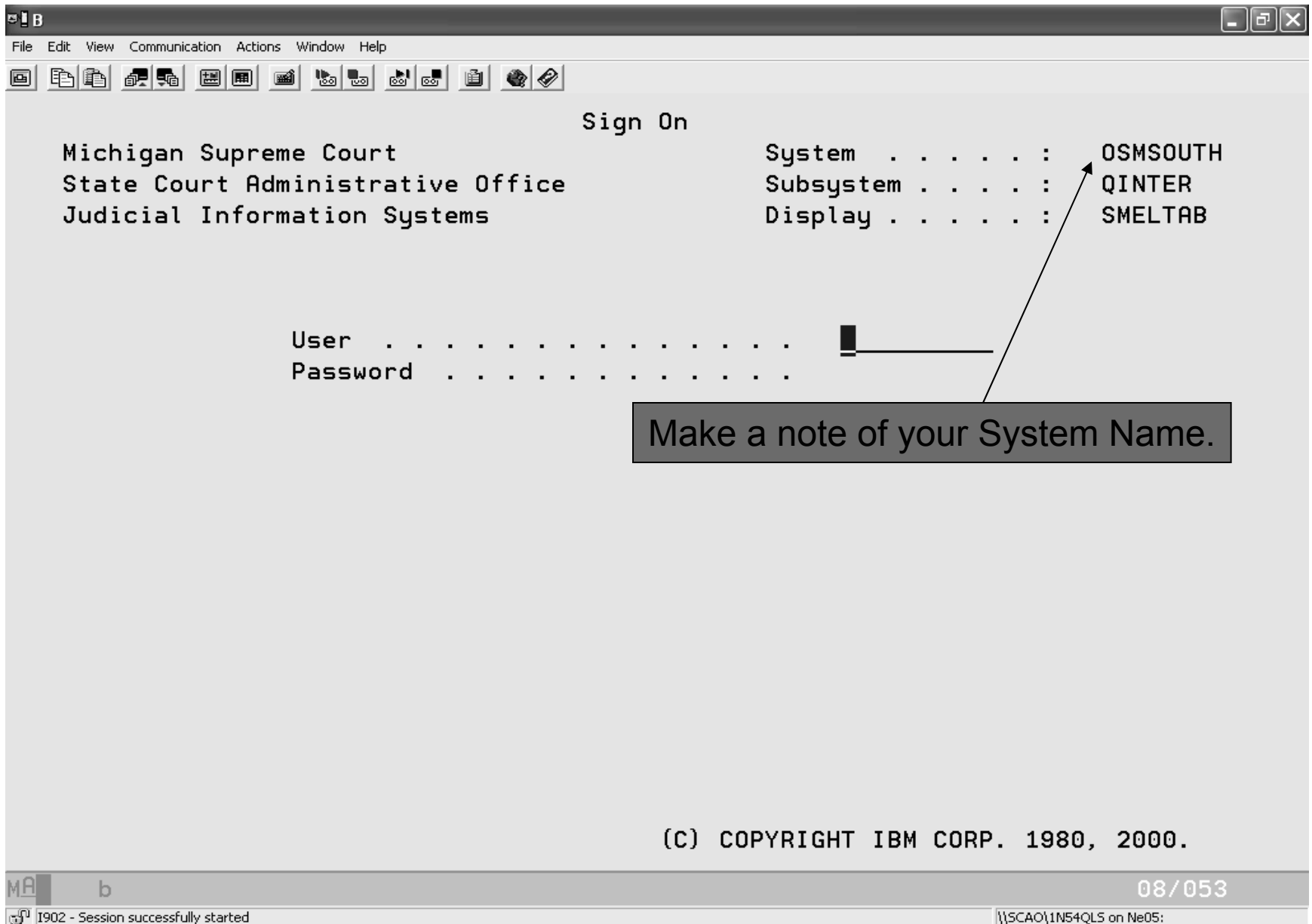


# Initial Caseload Data Transfer

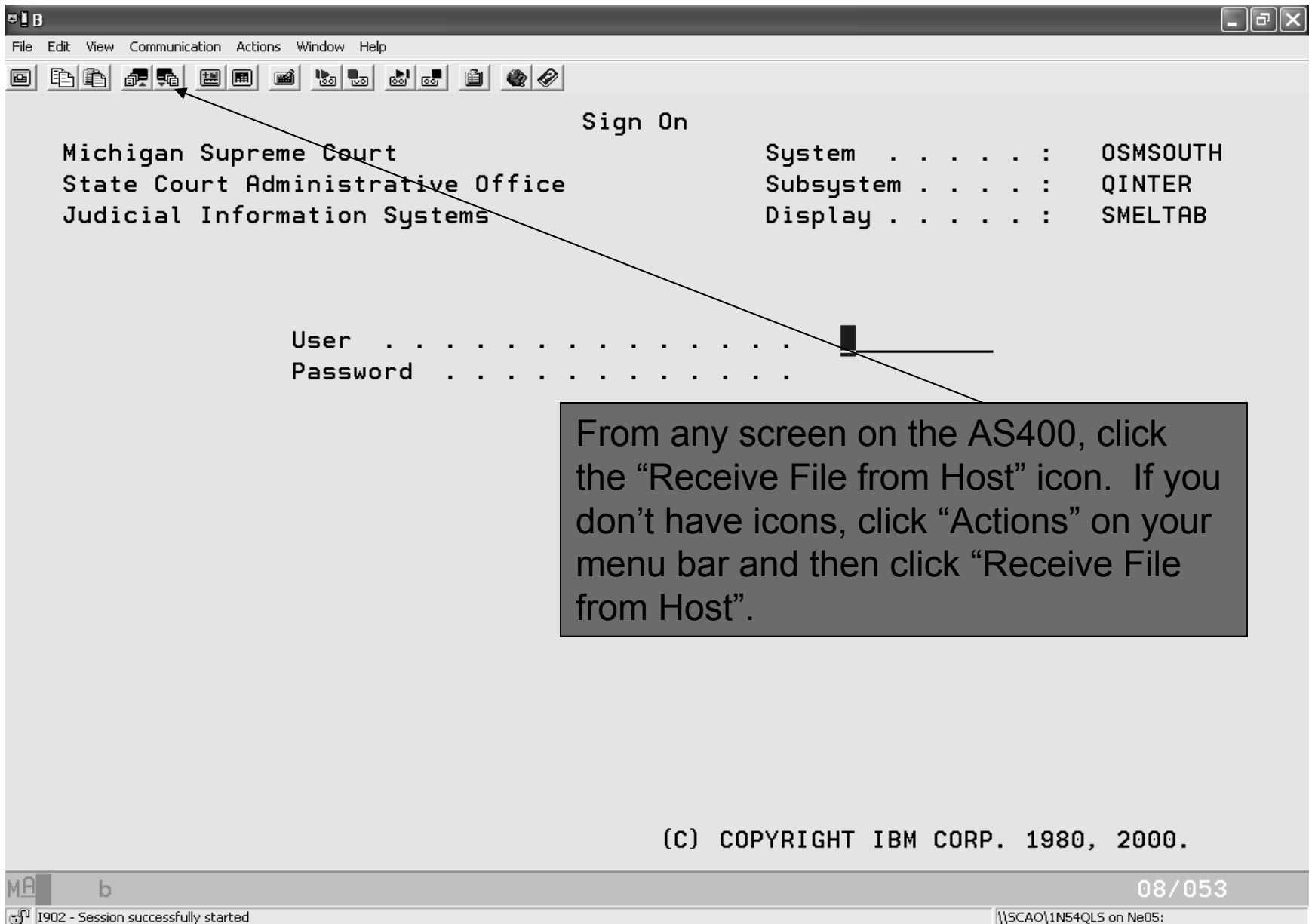
Judicial Information Systems

# Initial Data Transfer

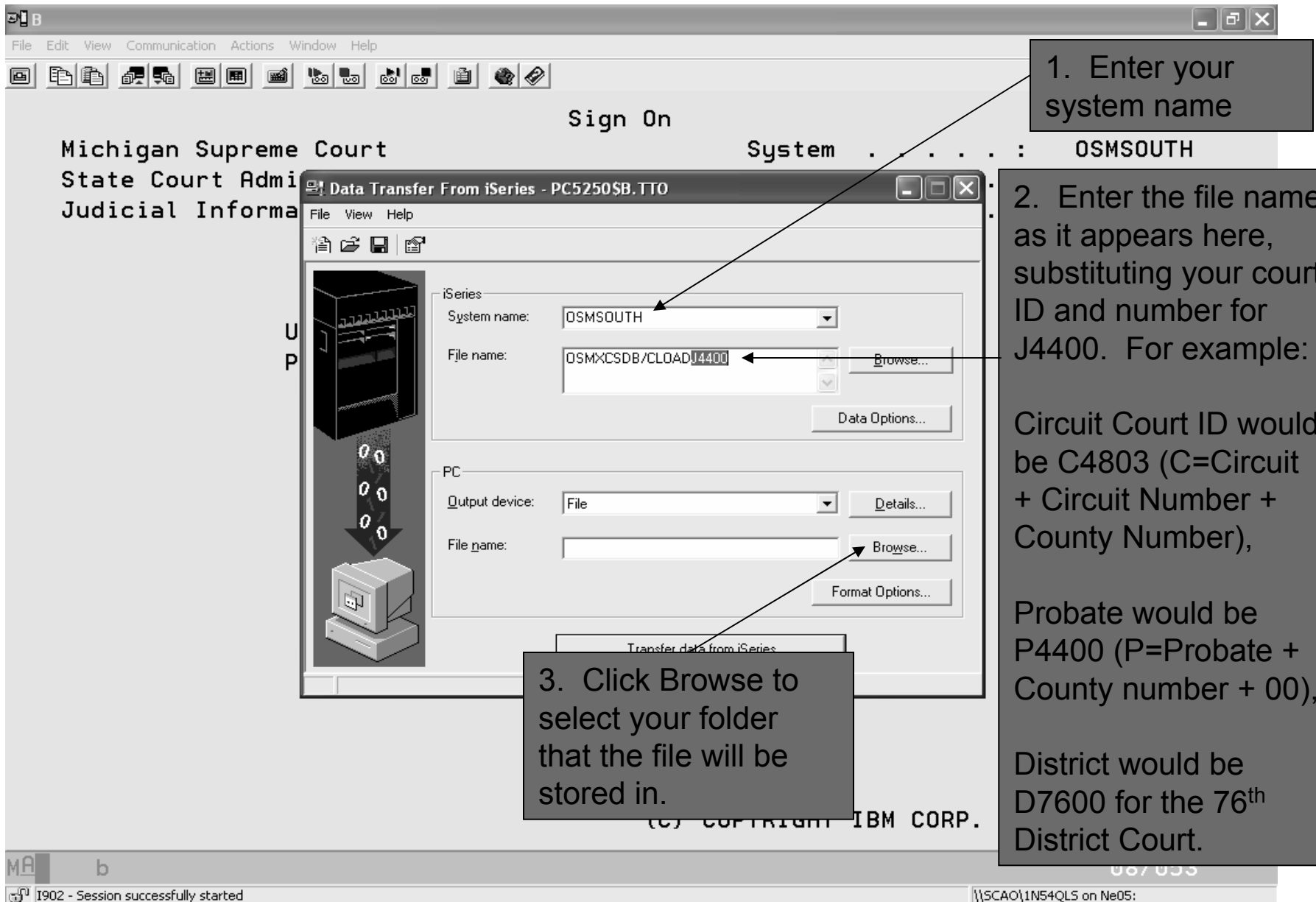
- You must be running Client Access software to communicate with the AS400. Your version of Client Access may vary from this slideshow.
- Run the caseload report for the application that you want to transfer the data from. Circuit court users must enter “Y” in the file selection field.
- Verify that the report has completed and is accurate.
- Create a folder on your desktop called **Caseload**. (Right click on your desktop, select New and then select Folder)



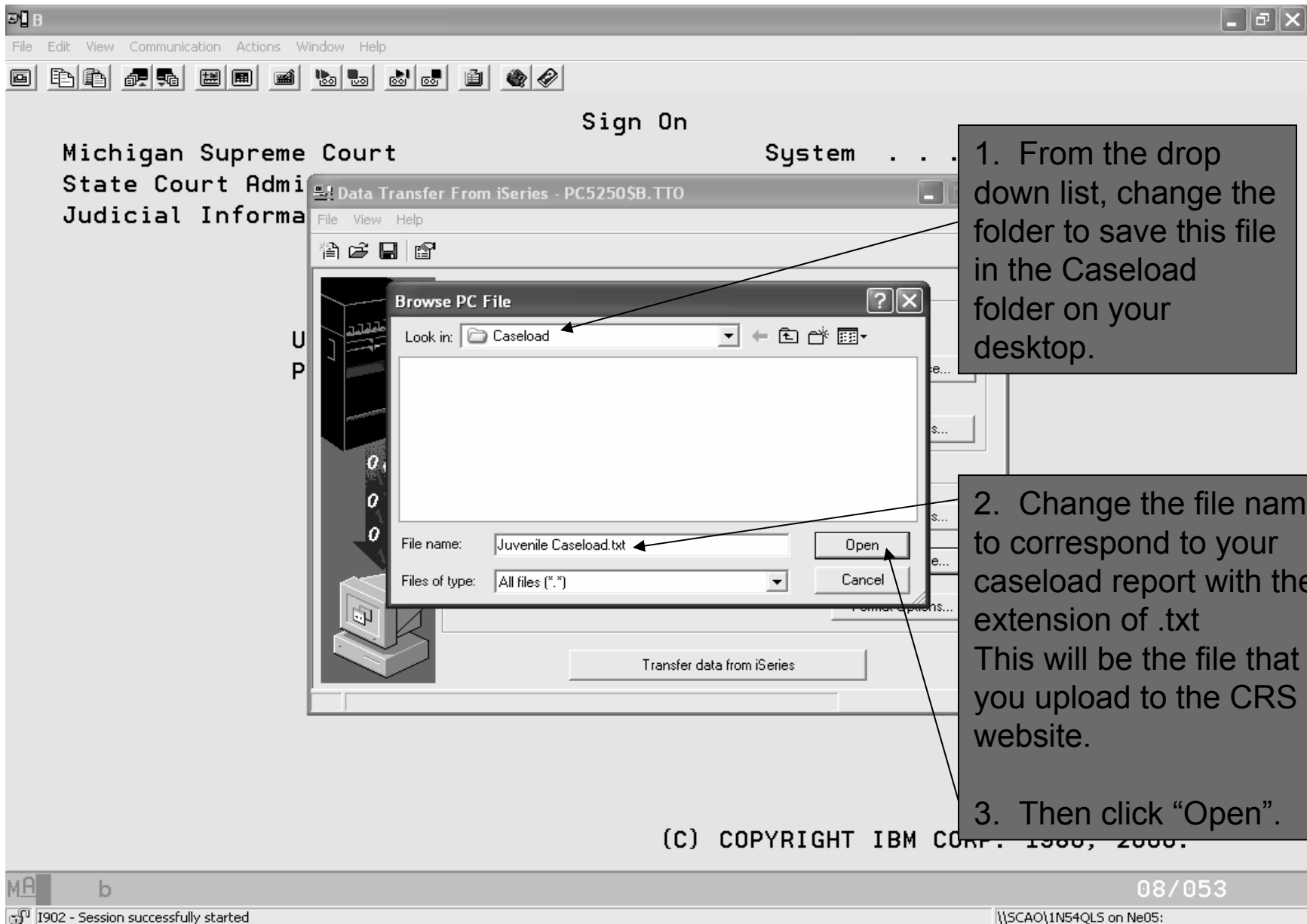
Screen Shot 1



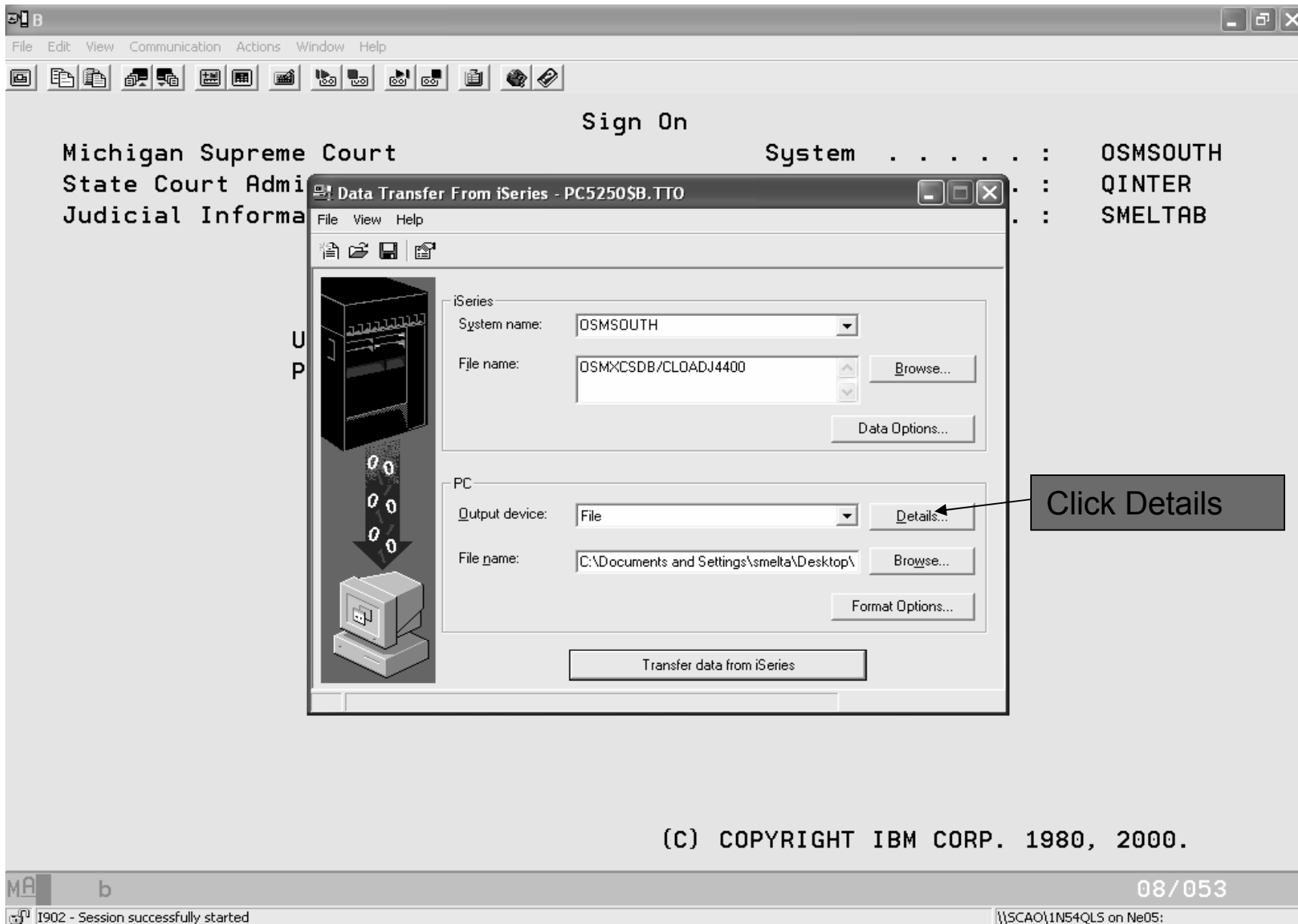
Screen Shot 2



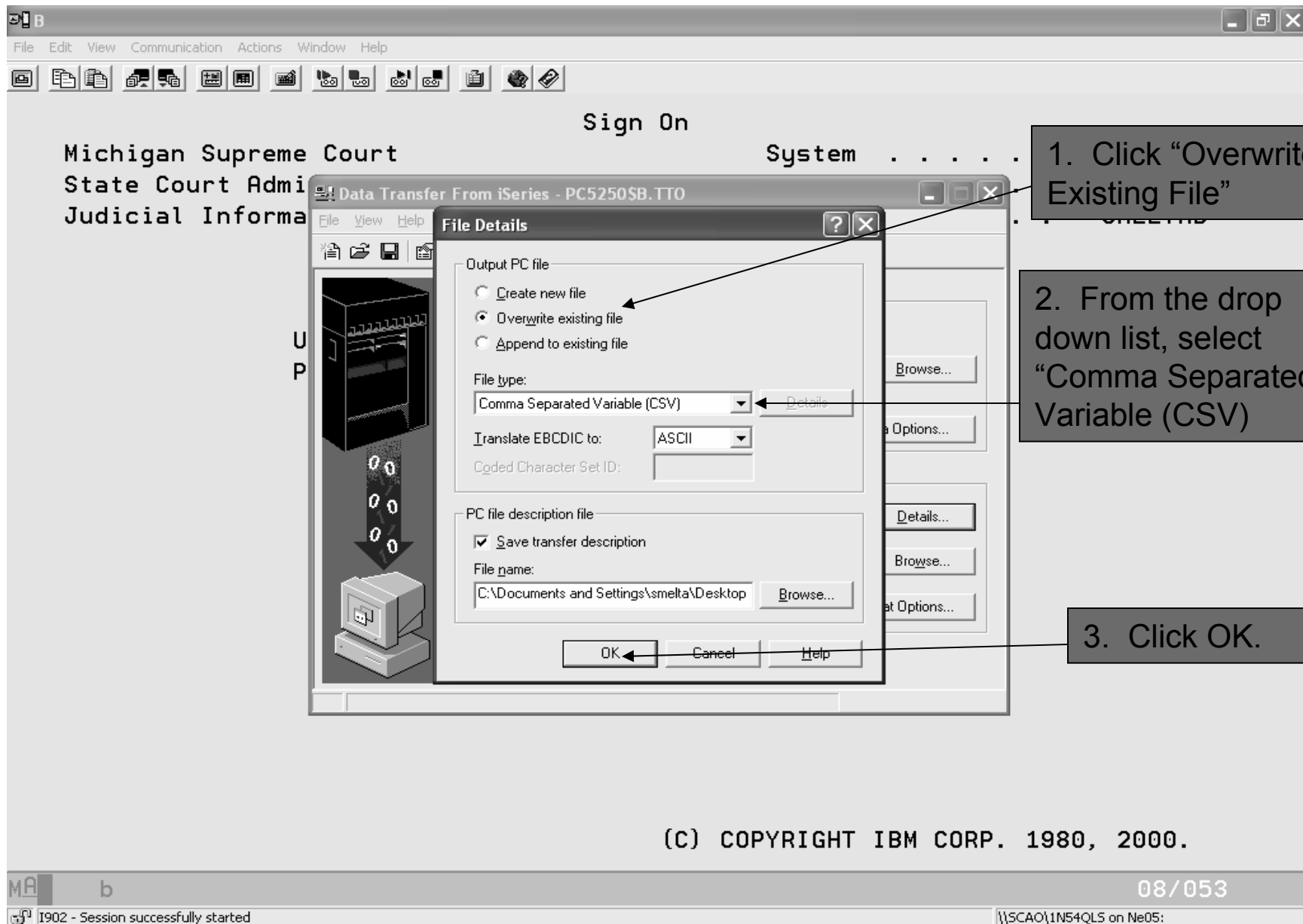
Screen Shot 3



Screen Shot 4

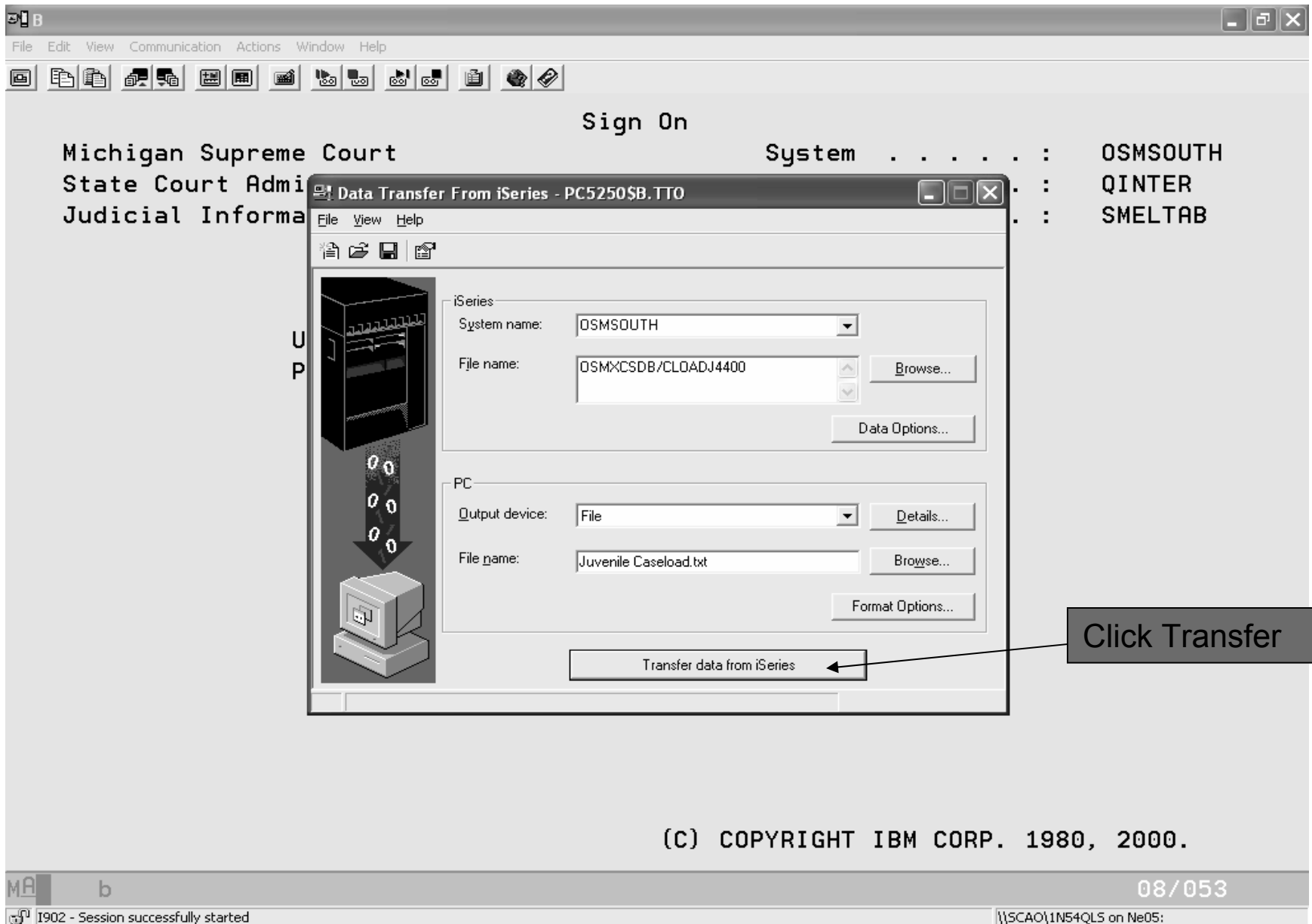


Screen Shot 5

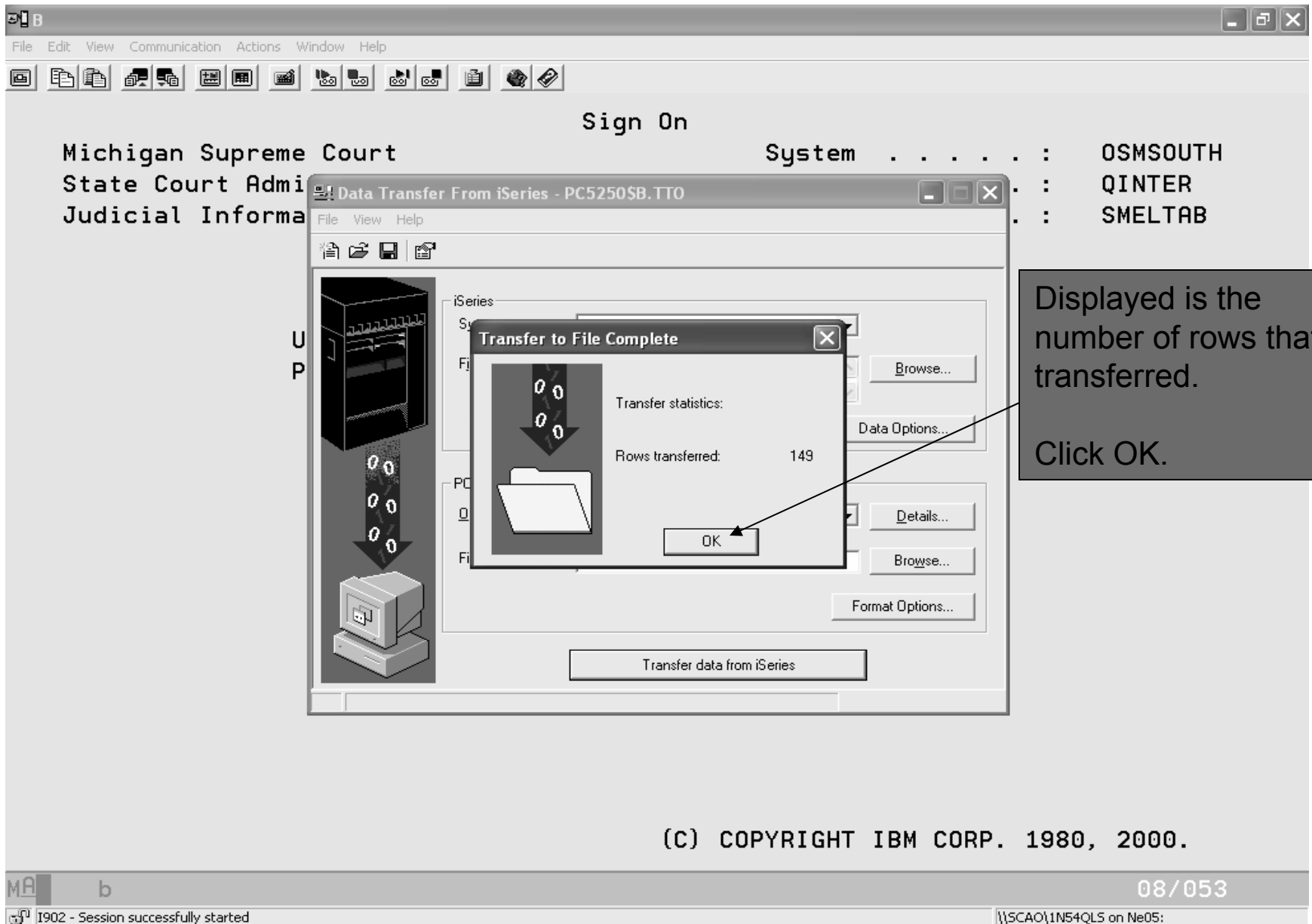


Screen Shot 6

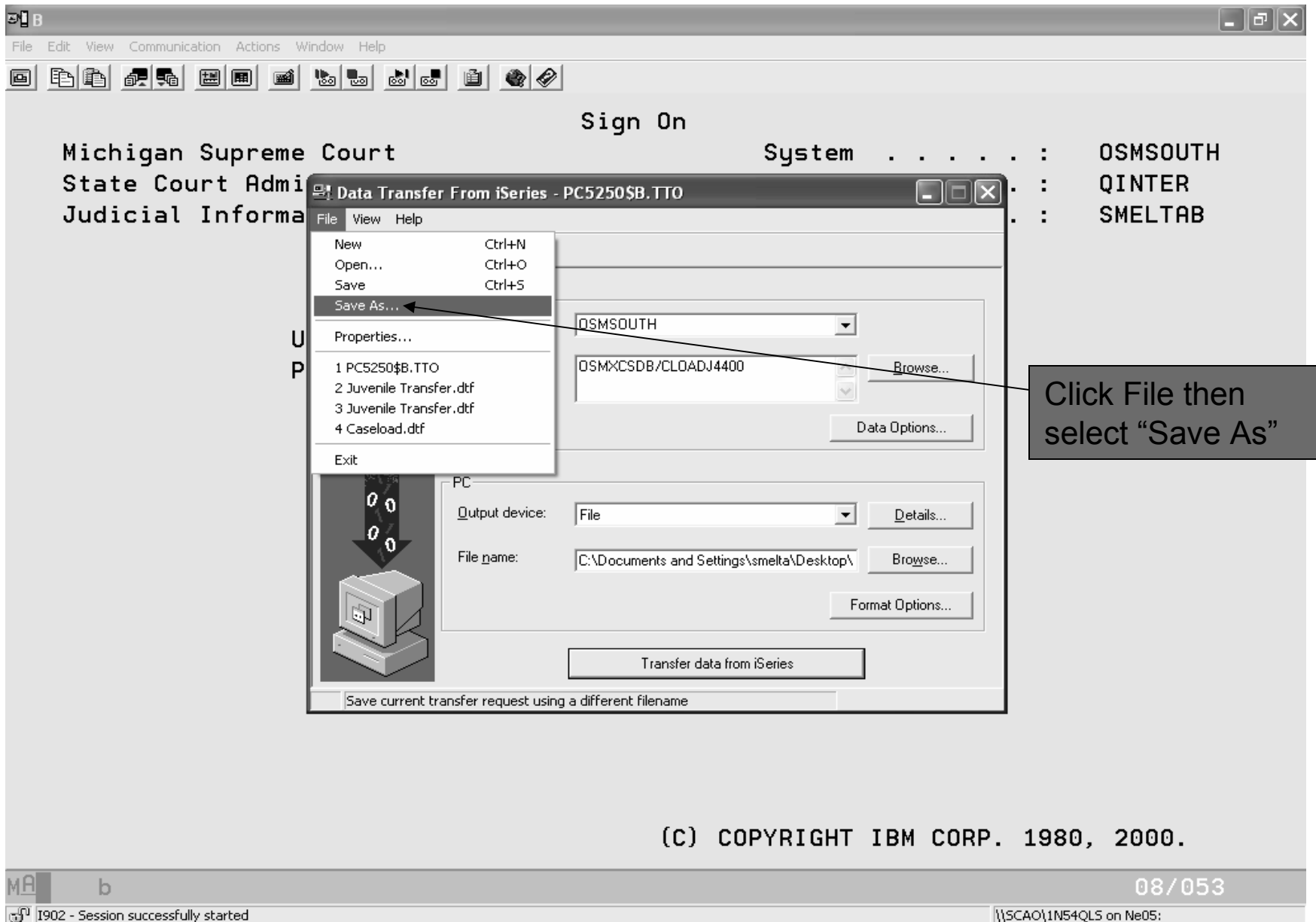




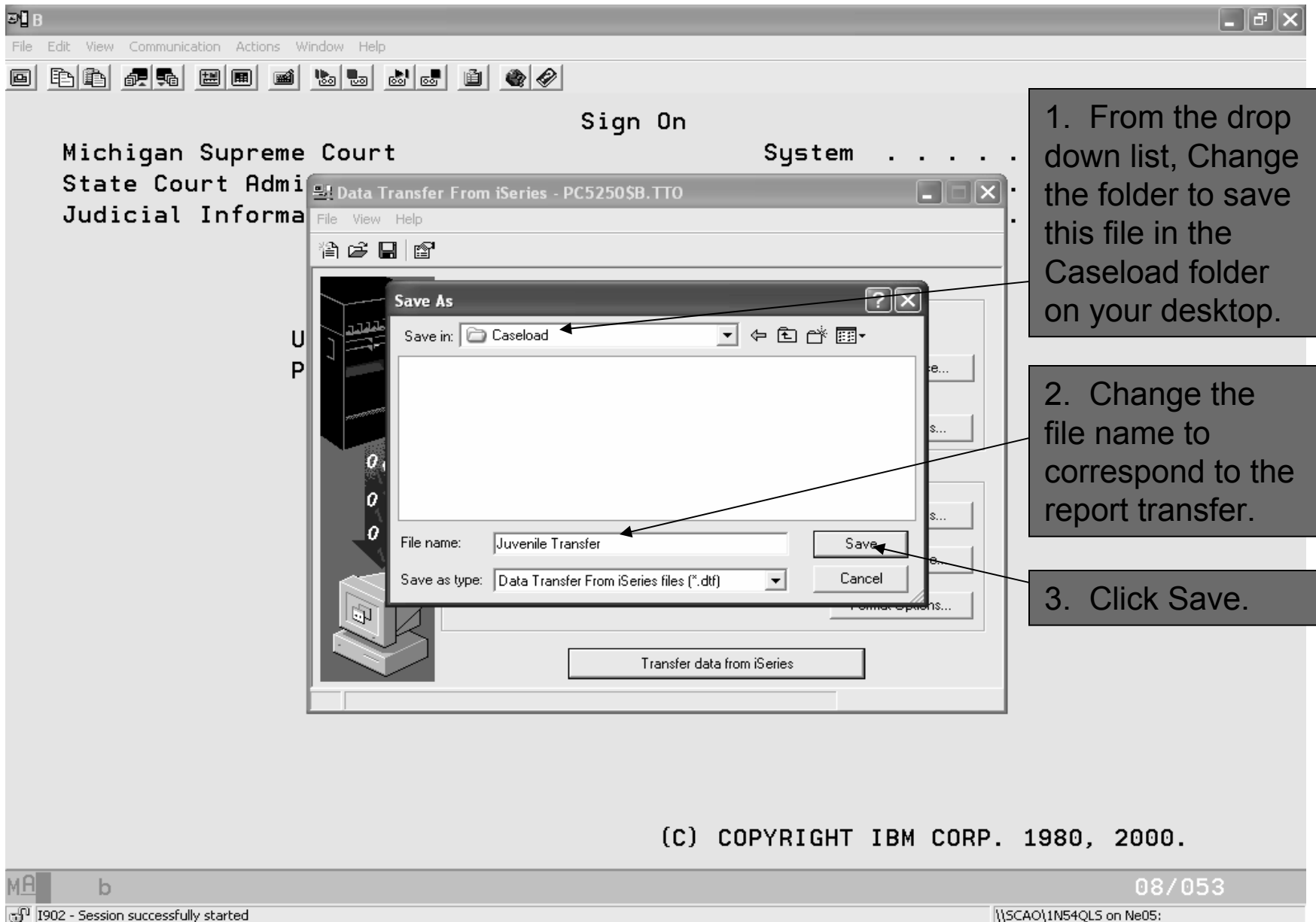
Screen Shot 7



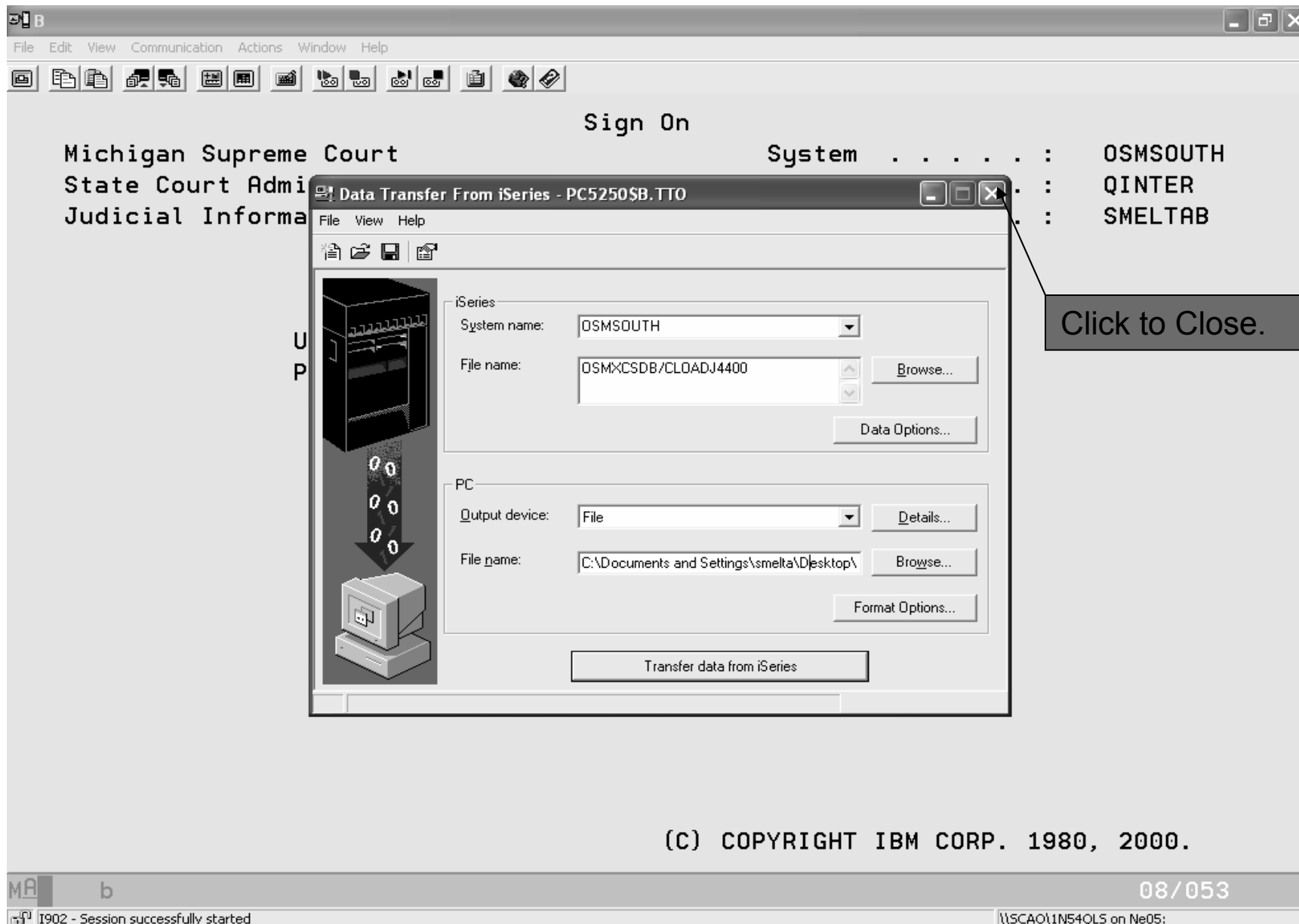
Screen Shot 8



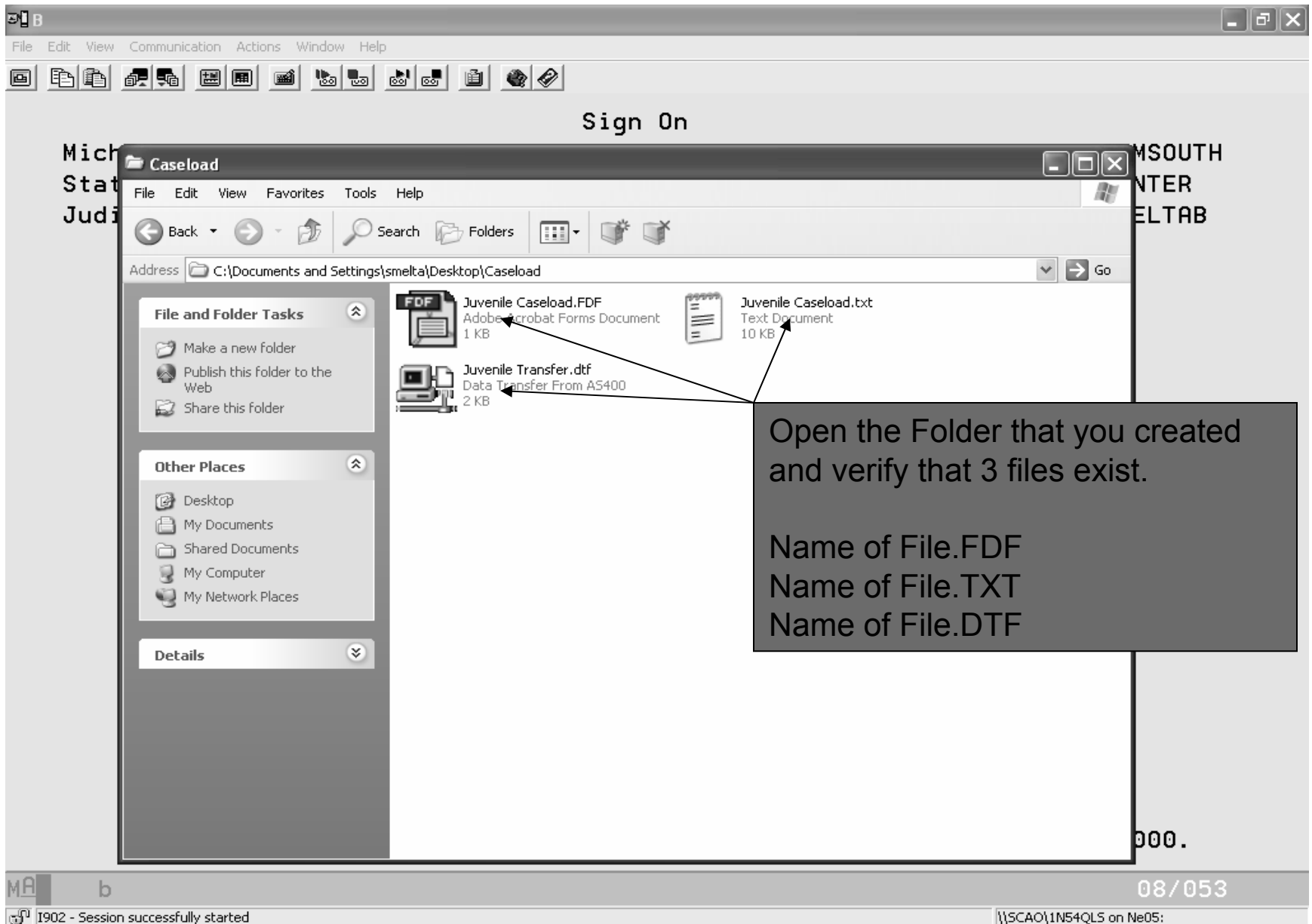
Screen Shot 9



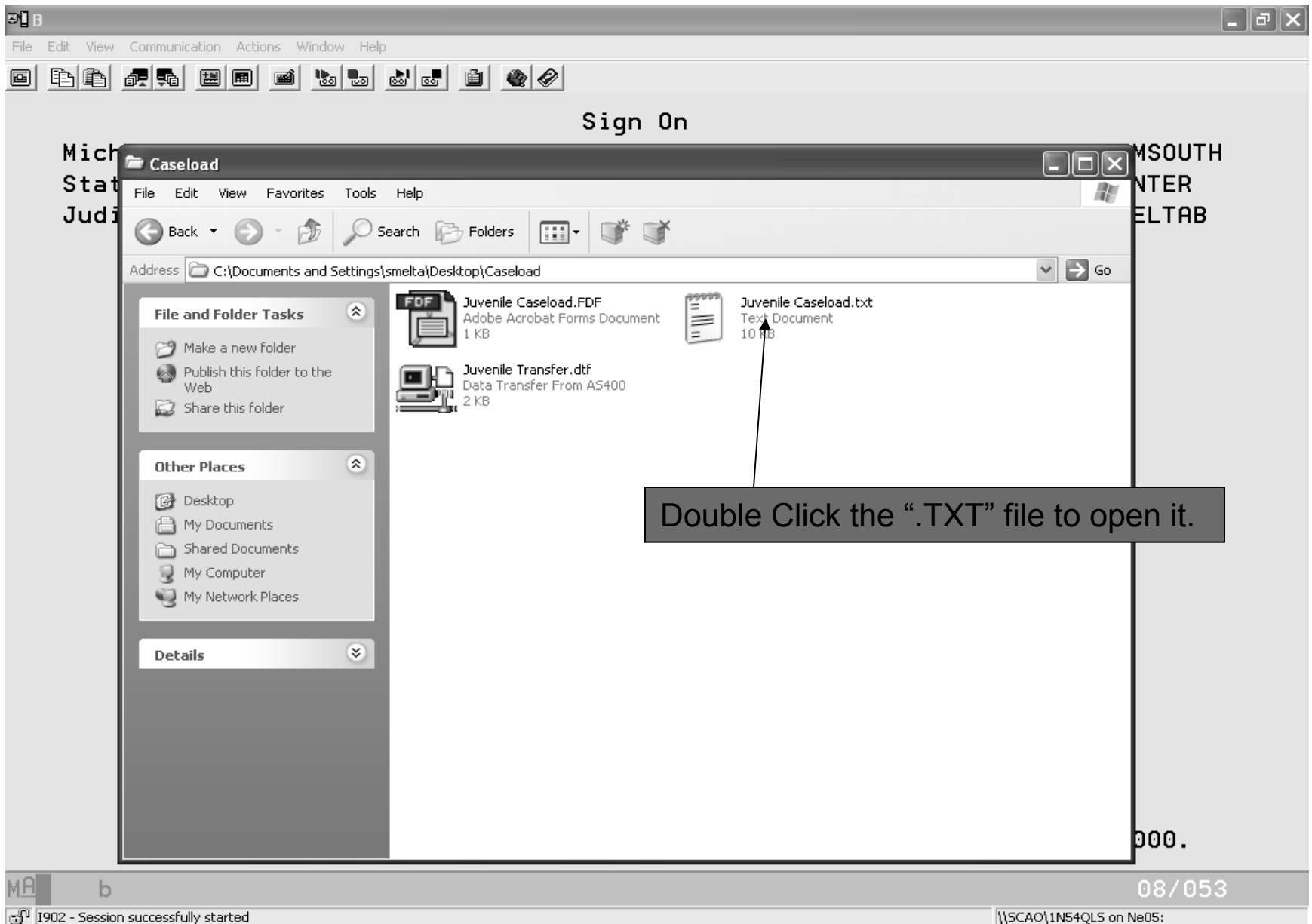
Screen Shot 10



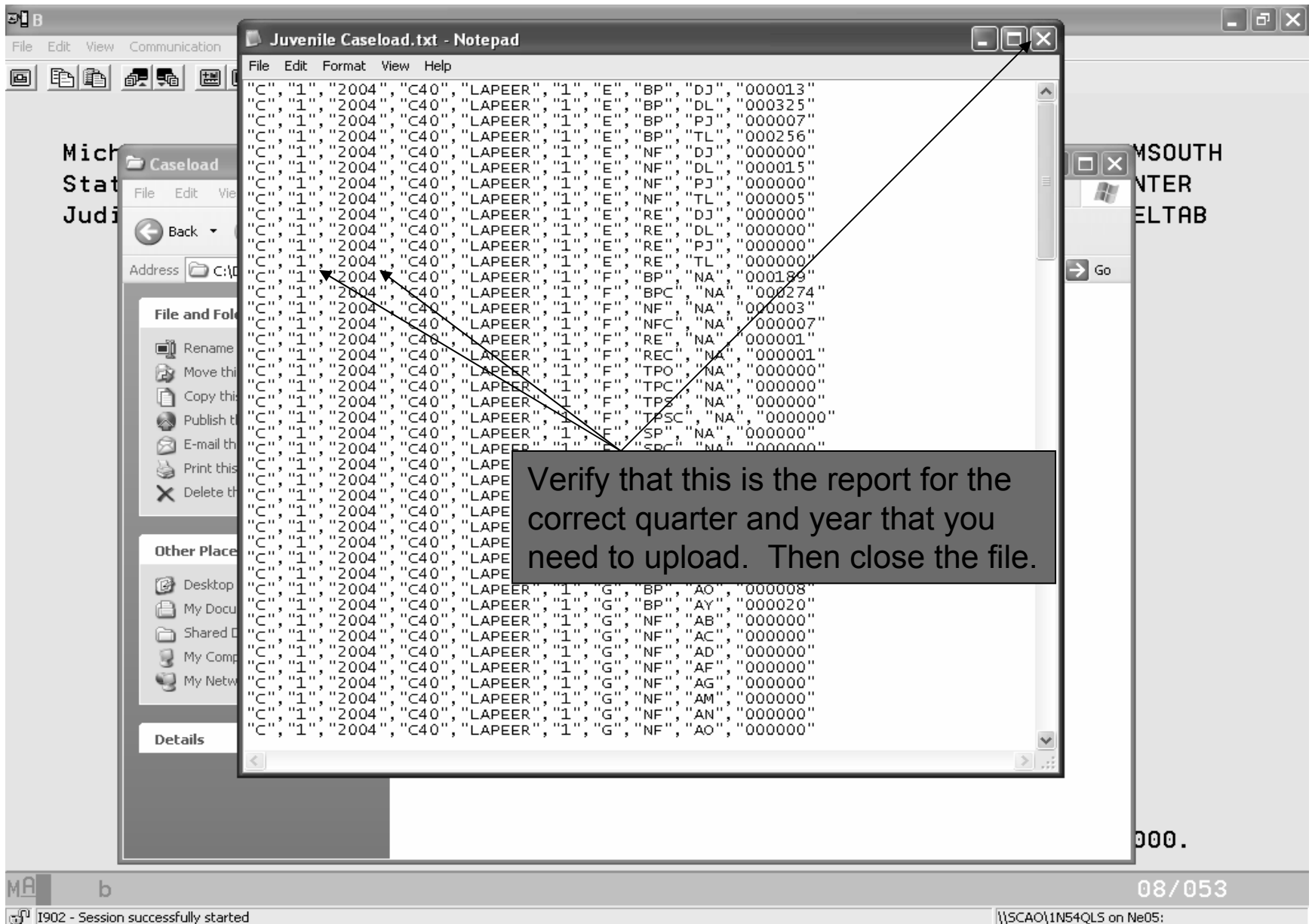
Screen Shot 11



Screen Shot 12



Screen Shot 13

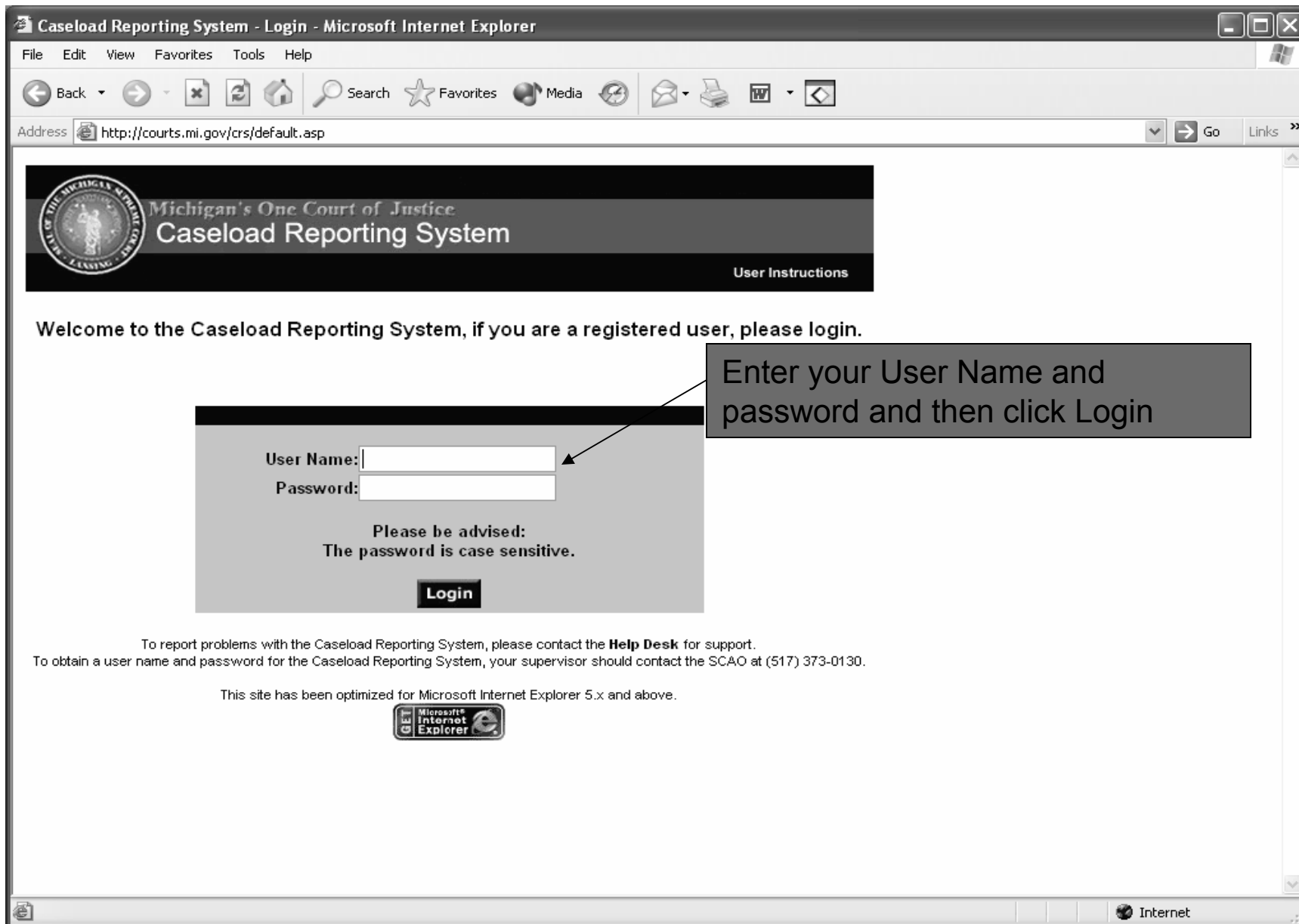


Screen Shot 14



# Upload Data to CRS Website

- Sign on to CRS website at <http://courts.michigan.gov/crs>
- Follow the next set of screen shots to upload your data
- Verify your numbers




# CRS Login

Caseload Reporting System - Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print W Links

Address http://courts.mi.gov/crs/menu.asp Go



Michigan's One Court of Justice  
**Caseload Reporting System**

Main Menu | Logout

### Menu Options

#### Caseload Data Entry

Manually enter caseload data for **Circuit**, **District**, or **Probate** courts.

#### Upload Caseload Data Files

Upload electronic caseload data files from your computer.

#### View Reports

View reports generated from caseload data.

#### Q & A

Get answers to commonly asked questions about caseload reporting for **Circuit**, **District**, or **Probate** courts.

#### Caseload Verification

View a **listing of courts** that have not submitted a caseload verification form or submit a **Caseload Verification Form** for a court.

#### Juvenile Activity Report

Manually enter data for the Quarterly Activity Report for Family Division of Circuit Court - Juvenile.

#### Update User Profile

Change your name, phone number, e-mail address, or password.

#### User Change Request

Send an e-mail request to SCAO to add or inactivate a CRS user.

#### Missing Reports

View a report of, or send e-mail notifications to, all courts that are missing caseload reports.

Click Upload Caseload Data Files

Internet


## CRS Menu

Caseload Reporting System - Upload Caseload Data Files - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail W

Address http://courts.mi.gov/crs/upload.asp Go Links

 Michigan's One Court of Justice  
**Caseload Reporting System**

Instructions | Main Menu | Logout

### Upload Caseload Data Files

Note: Please read the instructions to assist you in determining whether you need to append or overwrite caseload data.

Contact Name: Angie Smelt  
Phone: 373-9656

Browse...

☐ Append

Upload Cancel

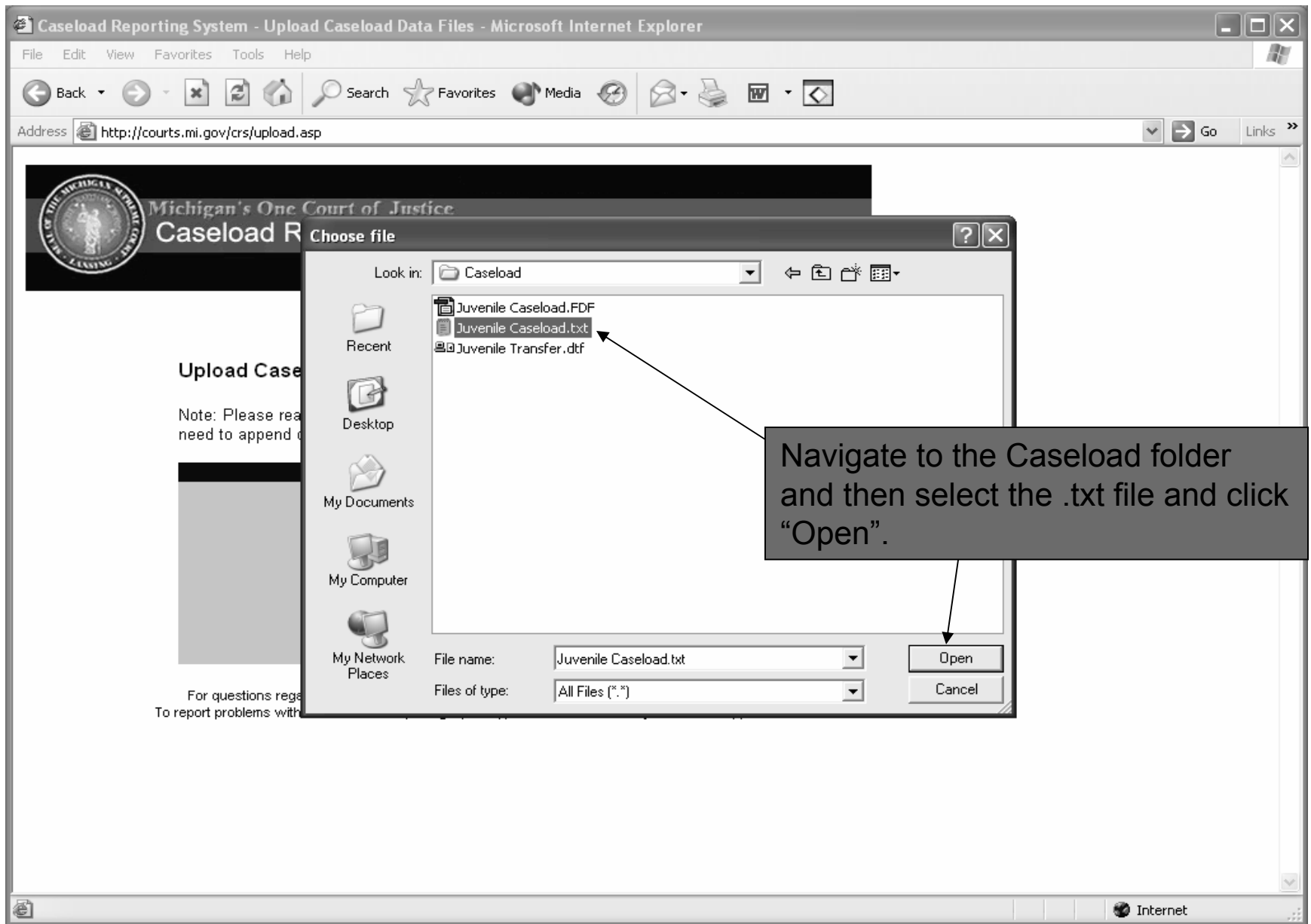
For questions regarding caseload reporting, please contact the SCAO at (517) 373-9656. To report problems with the Caseload Reporting System, please contact the Help Desk at (517) 373-9656.

Click Browse to locate your .txt file in your caseload folder.

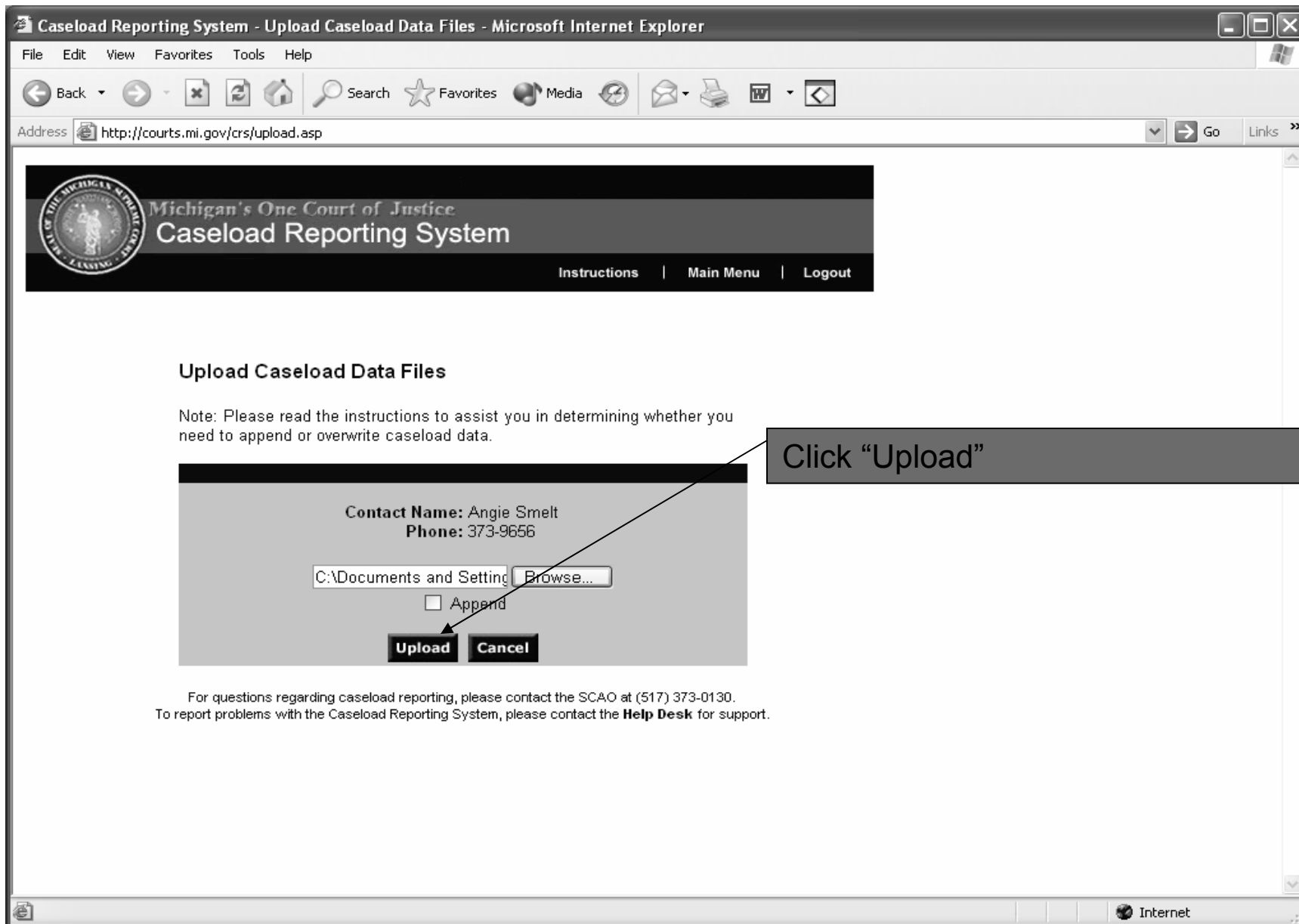
PCS Probate, CCS and PCS Juvenile courts should always check the "Append" box when uploading caseload data to prevent overlay of certain case types.

Done Internet

## CRS Upload



## CRS Upload 2



# Verify Your Numbers

- Verification of your caseload numbers on CRS is critical.
  - Depending on case types processed in JIS systems and the order in which the files are uploaded, some case type numbers may get overlaid.